

Apalachin Library Association - Board Meeting Agenda

May 19, 2026 @ 6:15 pm

Adoption of Agenda

Approval of Minutes from April meeting

Announcements

1. Next Meeting: June 16 @ 6:15 PM
2. 2026 Upcoming Meeting Dates: July 21, August 18, September 15, October 20, November 17, December 15

Period for Public Expression

Updates

1. Treasurer's Report
2. Maintenance Report
3. Director's Report
4. Friends Report

Old Business

1. Review pages **18-26** on Employee Handbook
2. Roof Update

New Business

1. Illness Policy
2. 2026-2028 Strategic Plan (measures only)
3. First Quarter Weeding and Additions to the Collection Reports
4. Discussion about Gifts Naming Policy
5. Post-architect Discussion / 5-Year Plan

Executive session a/r

Apalachin Library Association - Board Meeting Minutes

April 21, 2026

Call to Order: 6:15p by C. Malewicz

In attendance were Trustees: Stacey Coffey, Caylynn Gilbert, Sue Legg, Chealsey Malewicz, Jerry Ward, and Director - Tracy Savard

Excused: Dani Berchtold, Tracy Brunnabend

Guest: Galen Richmond

Announcements

- Next Meeting: May 19, 2026
- 2026 Upcoming Meetings: June 16, July 21, August 18, September 15, October 20, November 17, December 15

Agenda/Previous Meeting Minutes

- The April meeting agenda was adopted
- March meeting minutes were approved by all
- The March meeting minutes will be signed by Secretary, D. Berchtold, at next meeting

Period for Public Expression - n/a

Question & Answer Session with G. Richmond from Delta Engineers

- Discussed priorities and suggestions on how to become more ADA compliant
 - Downstairs bathroom does not meet necessary clearance. Solution is to have the door swing out
 - Hardware on interior doors need to be replaced in order to provide handles instead of knobs
 - Upstairs bathroom could be made ADA compliant if the tub was removed and the space reworked
 - Ramp into the children's room is too steep. Anything over 1/2" rise per every foot of run is not ADA compliant (currently at about 3"). Galen to provide sketch for possible solution
- Discussed options for a wheelchair lift, also known as a LULA (Limited Use Limited Application)
 - Price would be primarily determined based on location.
 - First option is to build an approximate 5'x5' addition around the corner of the building, but that would require new foundation, roof, insulation. Cost could approach \$100K.
 - Second option is to have the LULA arrive in the MakerSpace. Cost would be lower, but we would need to verify the footprint. Space would not be able to accommodate a future elevator. Galen to provide possible vendor

- Discussed desired usage for upstairs rooms. We could possibly take down some walls to join the spaces for larger programs, but that would require determining which walls are load-bearing

Updates

1. Treasurer's Report - S. Legg
 - Reviewed the financial reports
 - \$2,700 for Delta Engineers - using the extra money from the Tioga Downs allotment
 - Office Supplies high this month due to ink purchases
 - Sue to complete tax return, which is due by May 15th
2. Maintenance Report - T. Savard
 - Reviewed the provided report
 - Steve fixed the front door to ensure proper closure
3. Director's Report - T. Savard
 - Reviewed provided report, including statistics and program highlights
 - In general, circulation was down with the exception of children's books
 - Overdrive way up, trend likely to continue
 - Adult programming continues to be very well attended
 - T. Savard to apply for grant to convert one of the current computer stations into an accessible station. Will provide a large print keyboard, trackball mouse, handheld magnifier, and listening amplifiers
 - T. Savard working with Rachel Consolazio to coordinate upcoming clay making classes for adults

Old Business

1. Review pages 10-17 in Employee Handbook
 - Need to eliminate duplicate language in Meal Period section
 - Discussed safety plans in the instance that anyone is alone in the building and feeling unsafe
 - J. Ward motioned to approve pages 10-17 in Employee Handbook with the elimination of the duplicate language in Meal Plan section, C. Gilbert seconded, all voted in favor
2. Roof Update
 - Having difficulty getting contractors to provide quotes for the roof repair. Original work was completed by Laman Sr; we currently have a quote from Laman Jr.
 - No additional water issues have occurred, likely due to the ice being melted and no longer present on the roof
3. Princh Update
 - Enables patrons to print directly from their personal devices; so far it has been working wonderfully and has been enthusiastically received

- \$600 per year expense should be coded to Hoopla's line in the budget
- T. Savard will give 60 day termination notice to Hoopla on May 1st, public will be notified on June 1st so patrons will have 30 days to prepare

New Business

1. Letter to the Editor regarding Budget Vote
 - Letter will be sent to the Pennysaver, Community Press, and Tioga County Courier, as well as posted to Facebook and added to the Budget tab on the website
2. Review and Approve the Annual Report
 - T. Savard & S. Legg presented the Annual Report for review
 - J. Ward motioned to approve the Annual Report, C. Gilbert seconded, all voted in favor

Executive Session - Not Needed

Meeting Adjourned: 7:29p by C. Malewicz

Apalachin Library Board Meeting | Maintenance Report | May 19, 2026

- Quote-chasing for roof ventilation project
- After ventilation project is complete, Steve plans to obtain quotes for the addition of insulation and will check to see if there's any reason to remove old insulation

April 2026 Statistics

	April 2026	April 2025	April 2024
Adult Collection	575	648	631
Young Adult Collection	41	62	47
Children's Collection	1064	939	1123
Books on CD	0	10	12
DVD and Games	0	102	82
Physical Circulation TOTAL	1,680	1,761	1,895
Hoopla	150	128	53
Overdrive Digital	553	404	366
Digital Circulation TOTAL	703	532	419
New Cards	15	30	25
Computer Use	41	52	37
Website Sessions	717	Error	Unknown
Facebook Followers	1642	1,476 (+ 4)	1365 (+ 20)
Facebook Post Reach	N/A	6,446	4,505

Programming Update

April Children's Programming | 11 programs, 283 attendees

- Storytime (Tuesdays and Thursdays): 225 attendees (9 sessions)
- Pokemon (Saturday, April 4): 35 attendees
- Graphic Novel Workshop (Saturday, April 25): 23 attendees

April Adult Programming | 24 programs, 211 attendees

- Book Clubs (2nd and 3rd Thursdays): 13 attendees
- Mahjong (Monday afternoons): 53 attendees (4 sessions)
- Yoga (Tuesday evenings): 41 attendees (4 sessions)
- Euchre (Thursday afternoons): 20 attendees (4 sessions)
- Tech Appointments (Tuesdays): 6 attendees
- Senior First Friday Program – Bunco (Friday, April 3): 20 attendees
- Seed Giveaway (Saturday, April 11): 30 attendees
- Titanic Talk (Saturday, April 18): 22 attendees
- Spring Cleaning Workshop (Thursday, April 30): 6 attendees

TOTAL PROGRAMS: 35 programs and 494 attendees

In and Around the Library Update

Our annual Tioga County Senior Citizens Foundation grant for \$500 has been submitted requesting \$500 for an additional 24 large print books.

The referendum postcards were successfully submitted to the post office on May 7.

I reviewed materials for Jackie Stapleton who works for Office of Cultural Education for NYSE

NYS Board of Regents approved an amendment to minimum standards, which added 7 specific policies (thankfully, we've already created and approved these!)

Outreach

I gave a presentation on the library to the Brothers and Sisters for the Cross on May 7

I was interviewed for a local news station on the referendum on May 7

May Happenings

- Storytime: Tuesdays and Thursdays | 10:30am
- Mahjong: Mondays | 2pm-4pm
- Tech Time with Tina: Tuesdays By Appointment
- Zen Before Zzzzs: Tuesdays | 6pm
- Euchre: Thursdays | 2pm-4pm
- Senior First Friday Program – May Day Flower Craft (Friday, May 1): | 11am-1pm
- Star Wars May the Fourth Party (Saturday, May 2): 11am-1pm
- Mother's Day Seashell Trinket Tray Craft (Saturday, May 9): 11am-1pm
- Evening Book Club (*Mad Honey* by Jodi Picoult): Thursday, May 14 | 6pm
- Afternoon Book Club (*Mother-Daughter Murder Night* by Nina Simon): Thursday, May 21 | 1pm

Employee Conduct

Standards of Conduct

The Apalachin Library's standards of conduct are essential to maintaining a productive work environment. Employees are expected to familiarize themselves with, and adhere to, the organization's rules and standards. While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace:

- Theft or inappropriate removal and/or possession of Library, patron, community member, or coworkers' property
- Falsification of timekeeping records or other actions that constitute time theft
- Possession, distribution, sale, transfer, manufacture, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about coworkers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of employees or patrons
- Negligence or improper conduct leading to damage of Library-owned or patron-owned property
- Violations of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment or stalking
- Excessive or unexcused absenteeism
- Unauthorized use of telephones, computers, or other Library-owned equipment during working time. (Working time does not include meal periods when employees are not engaged in performing their work tasks.)

- Unauthorized disclosure of any confidential or non-public proprietary information relating to the organization's products, services, patrons, or processes.

Please see the *Acceptable Use of the Library Policy* for more information.

Disciplinary Action

Disciplinary action at the Apalachin Library is intended to address and correct behavior and performance issues in a fair and impartial manner, and to prevent reoccurrence.

Disciplinary action may include, but is not limited to the following: verbal warning, written warning, suspension (with or without pay), and termination of employment. The level of discipline imposed will depend on the severity and frequency of the issue. The Apalachin Library reserves the right to administer disciplinary action at its discretion, based on the circumstances.

The Apalachin Library recognizes that certain types of employee behavior may warrant immediate termination of employment without prior disciplinary action. These violations include, but are not limited to:

- Workplace violence
- Harassment or stalking
- Theft of any kind
- Insubordination
- Vandalism or destruction of Library property
- Unauthorized use of Library equipment
- Misrepresentation of personal work history, skills, or qualifications
- Unauthorized disclosure of confidential information
- Misrepresentation of the Apalachin Library to patrons, prospective patrons, the general public, or other employees

Confidentiality

The Apalachin Library takes the protection of confidential information very seriously. Confidential information includes, but is not limited to, computer processes, computer programs and codes, patron lists, patron preferences, and patrons' personal information.

If an employee receives a Freedom of Information request, warrant, or other request for confidential information from law enforcement, the judicial system, or any other individual, they must immediately refer the request to the Library Director. Please see the *American Library Association Policy on Confidentiality of Library Records* for more information.

Workplace Violence

The Apalachin Library strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, or patron.

Prohibited actions include, but are not limited to, the following:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress, including harassment or stalking
- Using obscene, abusive, or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto Library property
- Threatening to use or using a weapon while on Library premises, on Library-related business, or during job-related functions

- Intentionally damaging property

All threats or acts of violence must be reported immediately to the Library Director, or if the Library Director is unavailable, to the Board President. The Apalachin Library will not tolerate retaliation against any employee for making a report under this policy. Please refer to the *Criminal Possession of a Firearm, Rifle, or Shotgun in a Sensitive Location Policy* for more information.

Drug & Alcohol Use

The Apalachin Library is committed to maintaining a workplace free of substance abuse. No employee or individual performing work on behalf of the Apalachin Library is permitted to consume, possess, sell, purchase, or be impaired by alcohol or unauthorized drugs, as defined under federal and/or state law, on any Library property or in any vehicle owned or rented on behalf of the Library, or while conducting Library business.

The use of over-the-counter medications and legally prescribed drugs is permitted, provided they are used as directed and do not impair an employee's ability to safely perform job duties.

Employees are expected to inform their supervisor if they believe a medication may affect their job performance or safety, or the safety of others, or if a reasonable accommodation may be needed.

Sexual & Other Unlawful Harassment

The Apalachin Library is committed to maintaining a work environment in which all individuals are treated with respect.

Please refer to the *Sexual Harassment Policy* for more information.

Telephone Usage

Library telephones are intended for official Library business. Personal use of Library telephones and employee-owned cell phones during working hours should be kept to a minimum or limited to emergencies when possible. Non-business-related long-distance calls are prohibited.

Personal Property

Employees are responsible for exercising discretion when bringing personal property into the workplace. The Apalachin Library assumes no responsibility for loss or damage to personal property.

Use of Library Property

Library property includes all items owned by the Apalachin Library, including physical, electronic, and intellectual property. When Library materials or equipment are assigned to an employee, the employee is responsible for ensuring that the equipment is used for work purposes, properly cared for, and returned when no longer needed or upon termination of employment.

Smoking

The Apalachin Library provides a smoke-free environment for employees and patrons. Smoking, including the use of e-cigarettes and vaporizers, is prohibited on Library premises.

Computer, Email & Internet Usage

Please refer to the *Technology Use Policy* for more information.

Library Supplies

Only authorized employees may purchase supplies in the name of the Apalachin Library.

Timekeeping & Payroll

Attendance & Punctuality

Reliable attendance and punctuality are essential to serving our community and ensuring smooth Library operations. Employees are expected to be present and ready to begin work at their scheduled start time and to work their full scheduled shift. Employees are also expected to begin and return from scheduled meal periods on time.

Requesting Time Off

All time off must be requested in writing and in advance, as outlined in the *Time Off Policy*.

Unexpected Absences

If an employee is unexpectedly unable to report for work, they must notify the Library Director as soon as possible prior to their scheduled start time. A phone call is preferred; however, if voicemail, text, or email is used because the Library Director is unavailable, the employee must follow up with a direct conversation later that day.

If an illness or emergency occurs during working hours, the employee must notify the Library Director immediately, or if unavailable, the Director's designee. The Library Director must still be informed as soon as possible.

Extended Absences

If an employee is unexpectedly unable to report to work, they must notify the Library Director each day of absence unless

other arrangements have been approved. The Apalachin Library reserves the right to request a physician's statement for absences due to illness lasting three or more consecutive days, or for recurring illness or injury.

Job Abandonment

Failure to report to work or notify the Library Director for three consecutive scheduled workdays will be considered job abandonment and treated as a voluntary resignation. Prior to any action being taken, the Library will make reasonable efforts to contact the employee and consider any extenuating circumstances.

The Library recognizes that unforeseen circumstances, such as severe weather or family emergencies, may impact attendance. Employees are encouraged to communicate as promptly as possible so that reasonable accommodations may be considered.

Timekeeping

The Apalachin Library complies with all applicable laws regarding timekeeping, and each employee is responsible for accurately recording all time worked.

In addition to recording start and end times of the workday, non-exempt employees must accurately record the start and end of each meal period, as well as any time away from work for non-work-related reasons. Any errors in time records must be reported to the Library Director immediately.

Unless prior authorization is given, non-exempt employees are not permitted to begin work before their scheduled start time or continue working past their scheduled end time.

All time off, including vacation, sick leave, unpaid leave, jury duty, funeral leave, and military training, must be properly recorded. Employees are responsible for submitting their time records for approval on a bi-weekly basis.

Paydays

Apalachin Library employees are paid on a bi-weekly basis. Direct deposit is available to all employees with appropriate documentation. Paychecks will not be released to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address on file.

Payroll Deductions

The Apalachin Library makes deductions from employee pay only as permitted by applicable law. These may include, but are not limited to, deductions for income tax withholding and Social Security and Medicare contributions.

Employee Handbook Acknowledgement Form

I acknowledge that I have received a copy of the Apalachin Library Employee Handbook. I understand that it is my responsibility to read the handbook and to comply with the policies and procedures contained within it.

I further understand and acknowledge the following:

- This handbook provides general information about workplace policies, procedures, and benefits and may be revised or updated at any time by the Apalachin Library.

- Nothing in this handbook is intended to create, nor should it be construed as creating, a contract of employment, either expressed or implied.
- My employment is at-will, meaning that either I or the Apalachin Library may terminate the employment relationship at any time, with or without cause or notice, unless otherwise required by law.
- If I have questions about the policies or procedures described in this handbook, I will seek clarification from the Library Director.

By signing below, I confirm that I have read (or will read) the Employee Handbook, that I understand its contents, and that I agree to follow the policies and procedures outlined within it.

Employee Information

Employee Name (print):

Employee Signature:

Date: -----

Library Director Signature:

Date: -----



REPAIR ESTIMATE

FEB 23, 2026

ROOF VENTILATION SYSTEM

719 Main St
Apalachin, NY
13732

theavodacompany@gmail.com
5708711591

INTRODUCTION

Good Morning Tracey,

It was wonderful getting to meet you and Stephen this week! I included the estimate for the ventilation and shingle fix for the problem areas of the roof. I have also included an optional upgrade in the estimate's option section for replacing the shingles on the two oldest sections of the roof. They at an age and deterioration level that would warrant replacement before more leaks present themselves. If the budget doesn't allow it, I understand; I just wanted to put it on your radar. Let me know if you guys have any questions.

Thank you for the opportunity to quote on the repairs and improvements of the Apalachin Library. Please find your estimate below along with upgrade options for potential improvements to your project, if applicable.

The following estimate is for:

1. Removal and disposal of old materials
2. Supply and installation of new materials
3. Clean up of entire work area (all nails and other materials)

We don't want you to be personally liable should a worker happen to get injured, therefore, we maintain a high safety program for all employees and crews. We do carry our own liability insurance. Once the job is complete, we will perform a thorough inspection of your project to make sure we did everything correctly up to our strict standards, and that the site is spotless.

If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Kind regards,
Kemuel Laudermilch
theavodacompany@gmail.com
5708711591

DAMAGE INSPECTION



Both pictures of the problematic area will receive a full new ventilation system, and the front pitch will receive new shingles as they are significantly aged and deteriorated.



The interior of the attic shows a high level of black mold and humidity, causing the breakdown of the substrate and the shingles on top.



The black mold will be mitigated by a new ventilation system, which will allow the new shingles to have their maximum life.



The attic section closest to the road shows an older ceiling system that will be ventilated on the upper pitch and through the other section of the library.



All existing pipe boots will be replaced with a "life of the roof" color matched aluminum roof boot. Installing a "life of the roof" pipe boot ensures that the rubber seal around the pipe will not breakdown overtime with the suns UV Rays.

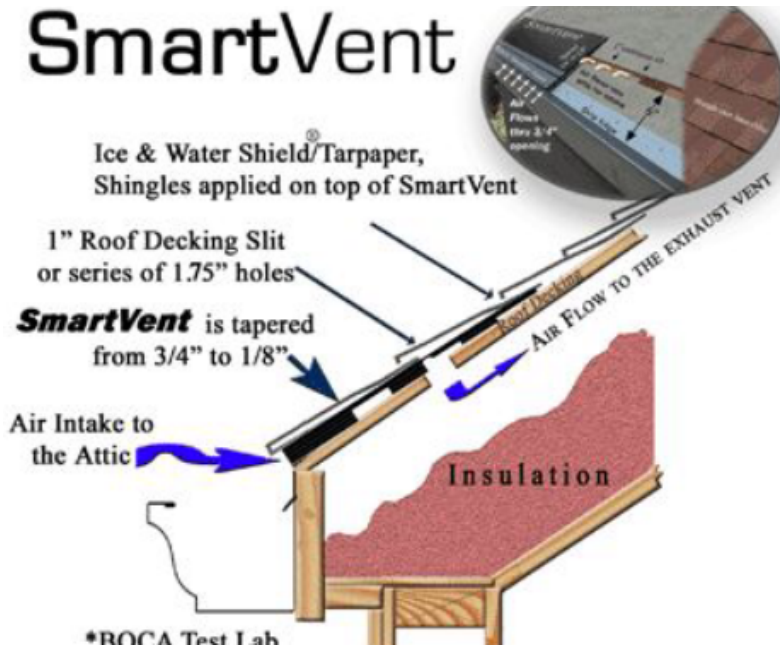


Section of the roof that will receive new shingles.



These sections of the roof are the recommended replacement ones as they are deteriorated quite heavily and will start leaking in the near future.

SmartVent



Eave vent that will be used.

PROJECT DETAILS

Description	Qty
Section Title	
<p>Repair Details</p> <p>Provide all labor, materials, equipment, and supervision to remove and dispose of the existing roofing on two (2) roof pitches and complete a full replacement roofing installation. Work includes surface protection as required; removal of existing shingles/underlayment and associated flashings at affected areas; inspection of roof decking and replacement of any deteriorated sheathing as needed; installation of new underlayment, ice-and-water barrier at eaves/valleys/penetrations as required, and new roofing to match the specified system and color. Install smart eave vents on four (4) roof pitches to improve intake ventilation and install a continuous new ridge cap/vent assembly at the roof peaks to promote balanced attic air flow from eave to ridge. Reinstall/replace necessary flashings, pipe boots, and sealants at penetrations within the work area; ensure all ventilation components are integrated watertight with the roofing system; and complete final cleanup, haul-off, and site restoration upon completion.</p>	1
	Estimate subtotal \$9,350.00
	Total \$9,350.00

SIGNING & UPGRADES

Project Details

\$9,350.00

Name: Roof Ventilation System

Address: 719 Main St, Apalachin, NY

Signing & Upgrades

Description	Qty	Unit price	Line total
<input type="checkbox"/> Oldest Sections of The Roof As an optional add-alternate, we can also replace two (2) additional roof pitches that are identified as the oldest areas on the library. This option would include removal and disposal of the existing roofing and underlayment on those two pitches, inspection of the roof deck with replacement of any deteriorated sheathing as needed (based on field conditions), installation of new underlayment and required ice-and-water protection, and installation of new roofing to match the primary replacement areas for a consistent appearance and performance. Any required flashing adjustments at tie-ins/edges within these additional areas would be included, along with final cleanup and haul-off.	1	\$6,165.00	\$6,165.00

Deposit

45%

Customer Comments / Notes

Roof Ventilation System:

Date:

TERMS & CONDITIONS

Commonwealth of Pennsylvania
AVODA CONTRACT AGREEMENT

This Avoda Contract Agreement (this "Agreement") is made between Roof Ventilation System ("Client") and The Avoda Company, a Pennsylvania limited liability company with a principal address at 321 Brothers Way, Rome, PA 18837 ("Contractor"). Client and Contractor may each be referred to individually as a "Party" and collectively as the "Parties."

The Parties agree as follows:

- 1. DESCRIPTION OF WORK.** Contractor shall perform the work described in Client's contract plans and specifications, this Agreement, and any Change Order (the "Work"). Industry terminology used in any Contract Documents that is not defined shall be interpreted as having the same meaning as recognized in the construction industry in the area where the Property is located.
- 2. CONTRACT PRICE AND PAYMENTS.** Client agrees to pay Contractor the total amount of the contract price (the "Contract Price"). Payment is subject to additions or deductions from mutually agreed changes and/or modifications in the Work. Payments will be made payable to The Avoda Company, 321 Brothers Way, Rome, PA 18837.
- 3. HICPA REQUIRED INFORMATION AND DISCLOSURES.** The following information is included to comply with the Pennsylvania Home Improvement Consumer Protection Act (HICPA): Contractor PA Home Improvement Registration No.: PA200473. Contractor Phone: 570-871-1591. Date of Transaction: {{CONTRACT_DATE}}. Approximate Start Date: 12/1/2025. Approximate Completion Date: 12/1/2026. A tentative exact start date will be supplied upon signing. There are no known Subcontractors at Time of Signing
- 4. DOWN PAYMENTS/DEPOSITS.** Client understands that any money paid to Contractor as a deposit is to be applied to Contractor's cost to complete the Work ("Contractor Deposit"). In the event Client terminates this Agreement pursuant to a Notice of Cancellation as described in Section 6, such funds shall be returned to Client pursuant to that Notice of Cancellation.
- 5. CONTRACTOR'S MATERIALS DISCRETION.** Contractor shall provide and pay for all labor, equipment (including tools, construction equipment, machinery, transportation, and services), and all materials necessary for completion of the Work. Contractor shall have sole discretion to select, source, and substitute materials, products, components, means, and methods, without Client approval, provided they comply with Applicable Laws and meet or exceed the functional/performance requirements of the Contract Documents. Contractor may make substitutions due to availability, supply-chain constraints, code changes, or product improvements. If a substitution will materially alter the aesthetic appearance of visible finishes or the exterior, Contractor will provide reasonable notice to Client.
- 6. CUSTOMER'S THREE-DAY RIGHT TO TERMINATE.** CUSTOMER IS ADVISED THAT FEDERAL AND STATE LAW ALLOWS CUSTOMER TO TERMINATE THIS AGREEMENT FOR ANY REASON WITHIN THREE BUSINESS (3) DAYS AFTER SIGNING IT. CUSTOMER ACKNOWLEDGES THAT THEY HAVE RECEIVED SUCH NOTICE PURSUANT TO THIS SECTION. For purposes of this Agreement, such termination is referred to as the Notice of Cancellation.
- 7. MATERIALS.** For those materials that the Contractor provides pursuant to this Agreement, Contractor has the right in its sole discretion to substitute and replace materials or fixtures with other materials or fixtures provided the substituted materials or fixtures are of similar quality and are acceptable under the applicable building code. Client will not be notified of substitutions unless the materials were specifically specified by Client in the Scope Of Work description herein, an agreed upon Change Order, or the substitution will affect the exterior appearance of the Work. Contractor will have the sole authority to select all sources and suppliers of materials. Anytime Client is required to pay Contractor for materials and work to date in order to terminate this Agreement, payment for materials shall include materials that are ordered by Contractor specifically for the Work and that are not returnable by Contractor without charge to Contractor. All unused materials after the completion of the Work are the property of Contractor and are not to be used or disposed of by Client. Existing materials incorporated within Client's home are subject to natural variation in grains, colors, and patterns due to weathering, aging, and natural wear and tear. Contractor makes no representations or warranties regarding the materials' conformity to existing materials.
- 8. LICENSES AND PERMITS.** Contractor shall obtain all licenses and permits necessary for proper completion of the Work and is responsible for the cost of such permits and licenses unless otherwise stated in the Contract Documents.
- 9. LAWS AND REGULATIONS.** Contractor shall perform the Work in a workmanlike manner and in compliance with all applicable federal, state, and local laws, regulations, and ordinances, trade standards, ethical guidelines, and any safety

requirements of Client ("Applicable Laws"). Contractor shall promptly notify Client upon discovery of any variance between Applicable Laws and the Construction Documents.

10. SUPERVISION OF CONSTRUCTION. Contractor shall supervise and direct all construction under this Agreement and shall provide competent and suitable personnel. Contractor will maintain good discipline and order at the Property and take reasonable precautions for the safety of its employees and the public. Contractor assumes full responsibility for the acts, negligence, and/or omissions of its employees and any subcontractors and their employees.

11. RECORD DOCUMENTS. Contractor shall maintain at the Property one record copy of all drawings, specifications, addenda, and written amendments, annotated to show all changes made during construction, and deliver them to Client upon completion. Client may inspect such documents upon notice.

12. UTILITIES. Client shall pay for all permanent electric, water, phone, cable, sewer, and gas service as needed to perform the Work, as well as for installation, connection, and removal of temporary utilities. All temporary utilities shall conform to Applicable Laws.

13. HAZARDOUS MATERIALS. Except as otherwise provided in the Contract Documents, Contractor shall be responsible for all Hazardous Materials brought to the Property by Contractor. If Contractor discovers Hazardous Materials on the Property, Contractor shall promptly notify Client and may cease working until the material or substance has been rendered harmless. Client shall defend, indemnify, and hold harmless Contractor and its subcontractors from and against claims, damages, losses, and expenses, including attorneys' fees, arising out of contact with such Hazardous Materials in performance of the Work.

14. CONDITION OF THE PROPERTY. Contractor shall keep the Property reasonably free of waste material and rubbish, confine storage and operations to the Property, and not unreasonably encumber the Property. Contractor is responsible for damage to the Property or adjacent areas resulting from the Work. At completion, Contractor shall remove waste, rubbish, debris, tools, equipment, and surplus materials and leave the Property clean and ready for occupancy.

15. INSPECTION. Client may inspect the Work at any time and request that Contractor correct Work that is defective or does not conform to the Contract Documents. If required, the Work shall be inspected/certified by appropriate authorities at each necessary stage.

16. RIGHT TO STOP WORK. If Contractor fails to correct defective Work or repeatedly fails to perform in accordance with the Contract Documents, Client may order Contractor to stop Work until the cause for such order is eliminated.

17. SUBCONTRACTS (CONTRACTOR'S FULL DISCRETION). Contractor may, in its sole discretion, select and engage any subcontractors or sub-subcontractors to perform any portions of the Work, without Client approval or right of objection. Contractor remains responsible to Client for the performance of the Work and for coordinating the work of all subcontractors. All agreements with subcontractors shall require compliance with the applicable terms of this Agreement.

18. WORK CHANGES. Client may order changes to the Work (additions, deletions, or modifications), with corresponding adjustments to the Contract Price and time if applicable. All changes must be authorized in a written Change Order signed by both Parties.

19. CONTRACTOR'S INSURANCE. Contractor shall maintain commercial general liability insurance with limits not less than \$1,000,000 per occurrence and shall name Client as an additional insured on a primary and non-contributory basis.

20. WAIVER OF SUBROGATION. Each Party waives all rights of recovery against the other to the extent such loss is covered by insurance (or required to be). Each Party shall cause its policies related to the Property to permit a waiver of subrogation.

21. TIME OF ESSENCE. All times stated in this Agreement or the Contract Documents are of the essence and are reasonable for completing the Work.

22. EXTENSION OF TIME. Time may be extended for reasonable periods when performance is delayed by Change Order, labor disputes, fire, unusual delivery delays, abnormal adverse weather, unavoidable casualties, or other causes beyond Contractor's control.

23. TIME DELAYS. Client agrees that Contractor is not responsible for delays in completion of the Work due to weather, strikes, war, terrorist attacks, shortage or delay in getting materials, shortage or delay in labor or subcontracting, government regulations, court actions, or any other cause beyond Contractor's control. If the cost of materials or labor increases during any such delays, Contractor may require that Client or Client's insurance company pay such increased costs or terminate this Agreement after paying Contractor for all Work completed to the date of termination and for all materials that cannot be returned. Client will not be entitled to any remedy for Contractor's failure to start or complete the Work in any particular time. Client understands that delays caused by Client, Client's lender, or Client's insurance company may cause additional delays on the part of Contractor due to unavailability of labor or subcontractors.

24. EARLY TERMINATION FOR BREACH OF CONTRACT. A. Contractor's Termination. Contractor may, on ten (10) days' written notice, terminate this Agreement before completion when, for ten (10) days after a progress payment is due and not paid through no fault of Contractor, Client fails to pay. Upon termination, Contractor may recover payment for all Work completed, reasonable demobilization, and actual losses for materials/equipment plus a reasonable profit. B. Client's Termination. Client may, on thirty (30) days' written notice, terminate before completion if Contractor materially defaults. If the unpaid Contract Price at termination exceeds the expense of finishing the Work, Client shall pay such excess to Contractor.

25. REMEDIES. In the event of a Party's default, interest will accrue on unpaid amounts at the rate of 1.5% per month, or if lower, the highest amount allowed by law. The prevailing Party in any arbitration or legal action permitted by this Agreement shall be entitled to recover its reasonable attorneys' fees, costs, and expenses allowed by law, including those incurred to obtain injunctive relief or to enforce any award or judgment. If Contractor does not receive any payments due under this Agreement, Contractor may stop Work without further notice and seek all available remedies. Contractor shall be entitled to all payments due up to the time Work is stopped, and for all losses sustained by Contractor, including, without limitation, materials, machinery, equipment or tools, overhead, lost profits, soft costs (including administrative time spent corresponding with Client's insurance company), and damages. Contractor will retain title to all machinery and materials if this Agreement is cancelled, including where Client attempts to improperly terminate the Agreement after any insurance proceeds have been determined but construction has not commenced. Contractor is hereby granted a license to enter the Property to remove such items upon termination of this Agreement. If Work has stopped for any reason, including delays by Client's insurance company, for more than thirty (30) days, Contractor may terminate this Agreement and recover pursuant to this Agreement. Contractor may also place mechanic's liens upon the Property for payment of any amounts owed and foreclose any such liens if amounts due, including costs and interest, are not paid in full.

26. COUNTERPARTS. This Agreement may be executed in counterparts (including electronic signatures), each deemed an original and together constituting one instrument.

27. NOTICES. Notices must be in writing and delivered by hand, overnight courier, or certified/registered mail to the addresses above (or as updated by notice). Notice is effective on delivery.

28. ASSIGNMENT. No Party may assign rights or delegate duties without the prior written consent of the other Party, which consent shall not be unreasonably withheld; provided, however, Contractor may assign receivables and payment rights and may subcontract Work as permitted in Section 17.

29. BINDING EFFECT. This Agreement binds and benefits the Parties and their respective legal representatives, heirs, administrators, executors, successors, and permitted assigns.

30. GOVERNING LAW. This Agreement is governed by the laws of the Commonwealth of Pennsylvania, without regard to conflict-of-laws principles.

31. SEVERABILITY. If any provision is held invalid or unenforceable, the remaining provisions remain in full force and effect.

32. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties and supersedes all prior negotiations, understandings, and agreements regarding the subject matter.

33. AMENDMENTS. This Agreement may be amended only by a written instrument signed by both Parties.

34. WAIVER. No waiver is effective unless in writing and signed by the waiving Party. A waiver of one breach is not a waiver of any other breach.

35. SURVIVAL. Provisions that by their nature should survive (including indemnities, confidentiality, dispute resolution, and payment obligations) shall survive completion of the Work or termination of this Agreement.

36. INDUSTRY LANGUAGE. Terms used but not defined shall be construed according to customary meaning within the construction industry in the area where the Project is located and for the type of Work being performed.

37. RIGHTS OF THIRD PARTIES. Nothing in this Agreement confers any rights on third parties.

38. CONFIDENTIALITY. In connection with the Work, Contractor may access Client's confidential information ("Confidential Information"). Contractor shall not disclose or use Confidential Information except as necessary to perform the Work or as required by law (with prompt notice to Client when legally permissible). Confidential Information remains Client's property and shall be returned upon request or at completion/termination.

39. ACKNOWLEDGMENT OF DELIVERY OF COPY. Client acknowledges receipt of a complete, legible copy of this Agreement at the time of signing.

Roof Ventilation System

Date:

Kemuel Laudermilch (The Avoda Company)

DISPUTE RESOLUTION (ARBITRATION / LITIGATION SELECTION BY CONTRACTOR)

IN THE EVENT OF A DISPUTE ARISING OUT OF THIS AGREEMENT, A PARTY'S SOLE RECOURSE (EXCEPT AS PROVIDED BELOW) SHALL BE TO ARBITRATION OR LITIGATION AS DETERMINED BY CONTRACTOR. IF CUSTOMER DETERMINES TO ESCALATE A DISPUTE TO ARBITRATION OR LITIGATION, CUSTOMER SHALL PROVIDE WRITTEN NOTICE OF THE DISPUTE AND REQUEST CONTRACTOR'S WRITTEN SELECTION OF ARBITRATION OR LITIGATION WITHIN TEN (10) DAYS OF CONTRACTOR'S RECEIPT OF CUSTOMER'S DEMAND. IF CONTRACTOR'S WRITTEN SELECTION OF ARBITRATION IS NOT RECEIVED WITHIN SAID TEN (10) DAYS, CUSTOMER MAY COMMENCE ANY ACTION CONSISTENT WITH THE JURISDICTION AND VENUE REQUIREMENTS PROVIDED HEREIN. ARBITRATION PROCEEDINGS SHALL BE CONDUCTED UNDER THE CONSTRUCTION INDUSTRY RULES OF THE AMERICAN ARBITRATION ASSOCIATION. THE DECISION OF THE ARBITRATOR(S) SHALL BE FINAL AND BINDING AND THE AWARD OF THE ARBITRATOR MAY BE ENTERED AS A JUDGMENT IN ANY COURT OF COMPETENT JURISDICTION. THE PARTIES AGREE THAT THE FACTS, RECORDS AND DECISION OF THE ARBITRATOR SHALL BE CONFIDENTIAL AND ANY UNAUTHORIZED DISCLOSURE SHALL RESULT IN LIQUIDATED DAMAGES OF \$1,000.00 PER DISCLOSURE. THE PREVAILING PARTY IN ANY ARBITRATION OR LEGAL ACTION ALLOWED HEREBY SHALL BE ENTITLED TO RECOVERY OF COSTS, EXPENSES AND REASONABLE ATTORNEYS' FEES ALLOWED BY LAW, AS WELL AS THOSE INCURRED IN ANY ACTION FOR INJUNCTIVE RELIEF OR TO ENFORCE THE AWARD OF THE ARBITRATOR(S). ARBITRATION PROCEEDINGS SHALL BE CONDUCTED AT THE APPLICABLE OFFICE NEAREST TO ROME, PENNSYLVANIA, OR SUCH OTHER PLACE AS MUTUALLY AGREED UPON IN WRITING AND DIRECTED BY THE ADMINISTERING ARBITRATION ASSOCIATION. PROVIDED, HOWEVER, EITHER PARTY MAY APPLY TO A COURT OF COMPETENT JURISDICTION FOR INJUNCTIVE RELIEF. UNLESS PREEMPTED OR CONTROLLED BY FEDERAL LAW AND REGULATIONS, THE LAWS OF THE COMMONWEALTH OF PENNSYLVANIA SHALL GOVERN. CUSTOMER WAIVES ANY OBJECTIONS TO VENUE IN PENNSYLVANIA AND CONSENTS TO PERSONAL JURISDICTION BY PENNSYLVANIA COURTS. IF LITIGATION IS CHOSEN BY CONTRACTOR OR CUSTOMER IN COMPLIANCE WITH THIS PROVISION, THE VENUE SHALL BE IN BRADFORD COUNTY, PENNSYLVANIA. CONTRACTOR RETAINS THE RIGHT TO FILE, PERFECT AND COMMENCE A LEGAL ACTION TO ENFORCE ITS MECHANIC'S LIEN RIGHTS. THE COURT MAY REFER THE MATTER TO ARBITRATION BUT SHALL RETAIN JURISDICTION FOR ENFORCEMENT OF THE MECHANIC'S LIEN.

ARBITRATION/LITIGATION PROVISION ASSENT

Roof Ventilation System

Date:

Kemuel Laudermilch (assenting to Dispute Resolution page)



AVODA ROOFING

Get your dream project done by turning a large purchase into affordable monthly payments

HOW TO APPLY?



1. Open the QR code or follow the link [Enhancify.com/avoda-roofing](https://enhancify.com/avoda-roofing) to submit a 60-second application.
2. Review offers and select the one that's right for you.
3. Finalize your application with a lender and get funding in 1-5 business days.

WHY CHOOSE FINANCE?

- Turn a large purchase into an affordable monthly payment
- Predictable monthly payments with a set end date
- No collateral offers available
- Get your project done without weeks of meetings with banks, home appraisals, or paperwork
- Get funding in 1-5 business days

**0% APR
PROMOTIONAL
FINANCING AVAILABLE**



**SIMPLE 60-SECOND
APPLICATION**



**REQUEST
\$1,000 - \$200,000
IN FUNDING**



**INSTANT
PRE-APPROVAL**



**FUNDS AVAILABLE AS
QUICKLY AS
1 BUSINESS DAY**



**SOFT CREDIT
PULL AVAILABLE**



**APR
STARTING AT
7.99%**



**1-12
YEAR TERMS**



WHAT FINANCING OPTION IS RIGHT FOR YOU?



Give us a call at (570) 871-1591

Talk with Enhancify at (813) 212-3073 or visit [Enhancify.com/avoda-roofing](https://enhancify.com/avoda-roofing) to see your offers.

\$10B

IN REQUESTED LOAN VOLUME

From \$1,000 to \$200,000, Enhancify supports offers across the credit spectrum.

45K

LOANS FUNDED

Enhancify's platform has funded over 45,000 consumers.

30+

LENDING NETWORKS

Enhancify's online marketplace acts as a matchmaker connecting homeowners to 30+ leading lending networks.

60 SEC

PRE-APPROVAL TIME

Get real-time pre-approvals on financing and see all your options in one place.

LEADING LENDERS



And 20+ more

Estimate for Apalachin Library REV: 5/7B

For: Apalachin Library, Apalachin Library,
719 Main St, Apalachin, NY 13732

Created on: Mon May 04, 2026
Expires on: Thu Jun 04, 2026

Thank you for inquiring in MNS General Contracting Corp. for your project needs.
In order to secure a place on our schedule after signing your agreement to this estimate a deposit of 50% down is required. The final bill will be due upon completion.
We look forward to serving you with quality craftsmanship start to finish!

Option #1				Approve
\$2,470.00				
Services	Qty	Unit price	Amount	
Ventilation Project T & M for installation of proper roof ventilation system. (Labor price listed here & material below)	1.00	\$1,670.00	\$1,670.00	
Services subtotal			\$1,670.00	
Materials	Qty	Unit price	Amount	
Fan with sensors Fan w/ sensor & 800 cfm (2 recommended for best results based on Sq. Ft.)	2.00	\$300.00	\$600.00	
Gabel Vents	2.00	\$100.00	\$200.00	
Materials subtotal			\$800.00	
Subtotal			\$2,470.00	
Tax N/A			\$0.00	
Total			\$2,470.00	

ROOF REPAIR



Robert Laman Jr Construction
 3622 George F Highway
 Endwell, NY 13760
 Lamanjrconstruction@gmail.com
 (607) 785-7122

For: Steven Ingardia
 Apalachin Library
 Job Address: 719 Main St.
 Apalachin, NY 13732
 (607) 341-5447

Salesman/Customer Rep

Dustin Laman

Job Id 2602-4126100-02 Job Name Ingardia

Document Amount \$7,730.00

Document Date 02/25/2026

#	Name	Line Total
1	Removal/install Description: Remove existing gutter approx. 110' and save for reinstall.	\$880.00
2	Soffit & Fascia Description: Cut holes in soffit for proper ventilation. Install new white vinyl vented soffit to eaves. Wrap all fascia with white aluminum trim coil.	\$2,750.00
3	Ridge Vent Description: Remove existing ridge vent and haul away. Cut ridge vent for proper ventilation and install new ridge vent and caps to original location.	\$4,100.00
4	Clean up Description: Clean up and haul away all debris.	\$0.00

Total \$7,730.00

Customer Rep Signature:

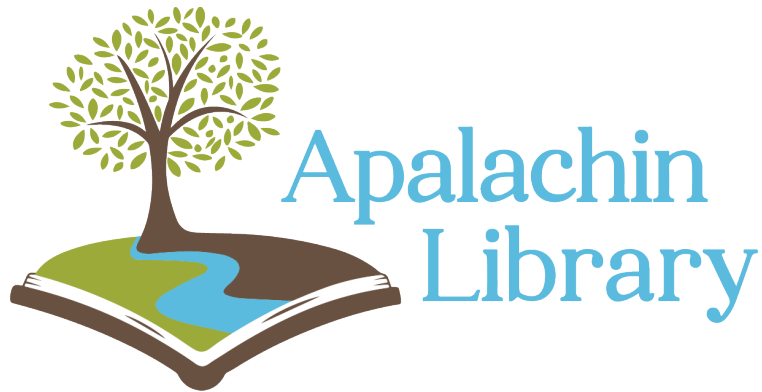
Robert Laman

 02/25/2026

Customer Signature:

Signature

 Signature Date



Illness Policy

Adopted by the Board XXX

Purpose

The purpose of this policy is to reduce the spread of routine, non-pandemic illnesses within the Library while maintaining a welcoming and accessible environment for all patrons and staff.

Policy Statement

The Library encourages individuals who are experiencing symptoms of a contagious illness to postpone their visit until they are feeling well. This helps protect the health and safety of patrons, employees, and the broader community.

Guidelines

The Library will adhere to all applicable federal, state, and local public health guidance. Preventative measures adopted under this policy will be reasonable, non-discriminatory, and responsive to current conditions, while balancing public health considerations, access to Library services, and individual rights.

2026-2028 Plan for Success: Goals, Strategies, and Measures

MISSION

To enrich the lives of the people in our community by providing free and equal access to information and resources.

VISION

To think outside the book.

VALUES

Access

Intellectual Freedom

Learning

Respect

Service

Definitions:

Goal: intended to be comprehensive for the Library with broad primary outcomes and include words such as value, create, innovate, and inspire. They do not need to be measurable; rather, they should state **why we do what we do**.

Strategy: recurring plans that explain **how we will achieve goals**. They do not need to be comprehensive but are directed towards achieving some of the goals.

Measures: steps we take to achieve goals and strategies. They must be **measurable**. Measures explain **what, when, and/or who will be used to implement strategies and goals**.

Be Essential to Our Community

Goals

1. Offer a wide range of high-quality programs and services that engage diverse audiences
2. Offer consistently high-quality patron support
3. Drive positive, lasting impact in the lives of our community members
4. Build collaborative relationships with local partners to strengthen community impact

Strategies

1. Evolve our program and service framework by maintaining core offerings and integrating fresh, data-informed enhancements
2. Track and evaluate changes in public library practices and technology to guide strategic improvements
3. Provide safe, welcoming facilities that serve as vibrant hubs for community activity
4. Invest in emerging technologies to ensure the library remains relevant in a rapidly evolving environment
5. Leverage both traditional and social media platforms to broaden visibility of library programs and resources
6. Ensure all patrons are treated with warmth, dignity, and courtesy
7. Strengthen our community network through intentional relationship-building with diverse local partners
8. Strengthen community partnerships through the coordinated sharing of programs and resources

Measures

1. Track patron visitation and program attendance, circulation statistics, program attendance, use of public computers, and meeting room bookings **MONTHLY**
2. Analyze long-running programs to assess outcomes, costs, and strategic relevance **ONGOING**
3. Implement a community needs assessment to better understand and address the needs of non-users **2027**
4. Create a yearly programming plan that showcases and utilizes the diverse talents of staff members **ANNUALLY**
5. Review FLLS subscriptions to periodicals such as *Library Journal*, *Public Libraries Magazine*, and *Computers in Libraries* **MONTHLY**
6. Routinely organize meeting spaces to ensure availability for public use and maintain the cleanliness of the buildings and grounds **ONGOING**
7. Ensure long term technology sustainability by budgeting for the annual purchase of a new public or staff computer **ANNUALLY**
8. Publish multiple Facebook posts each week to maintain consistent community engagement **WEEKLY**
9. Regularly refresh website content to showcase new offerings **MONTHLY**
10. Ensure the newsletter is delivered on time every month to support reliable communication **MONTHLY**
11. Provide local newspapers with monthly updates on upcoming programs **MONTHLY**
12. Produce an Annual Report to the Community to demonstrate the library's value and impact **ANNUALLY**

Ensure Financial Stability

Goals

1. Be good stewards of our financial resources
2. Identify and secure diversified revenue streams to strengthen and sustain the operating budget

Strategies

1. Steward financial resources responsibly by optimizing revenue management and controlling expenses
2. Honor our responsibility to taxpayers by making prudent, transparent, and cost-effective purchasing decisions
3. Monitor external factors to anticipate challenges and minimize risk
4. Promote and expand philanthropic support by encouraging increased community donations to the library
5. Pursue and secure grant funding to advance organizational goals and expand community impact
6. Regularly assess and update a comprehensive long-range plan to ensure sustained organizational direction and growth

Measures

1. Request yearly referendums on the Owego Apalachin Central School District budget ballot **ANNUALLY**
2. Review Treasurer's budget updates at each Board Meeting **MONTHLY**
3. Make purchases of goods and services with the budget in mind **ONGOING**

4. Identify threats to human and facility resources to avoid hazards **2026**
5. Create and maintain a list of annual grants to prevent missed opportunities
COMPLETED
6. Send annual appeal letter to the community **ANNUALLY**

Be Organizationally Effective

Goals

1. Recruit and retain skilled and effective staff and volunteers
2. Ensure the safety and wellbeing of staff and patrons
3. Live a culture of diversity, equity, and inclusion

Strategies

1. Provide professional development and training
2. Evaluate and implement strategies for improved communication among staff and workflow efficiencies
3. Comply with New York State sexual harassment training
4. Develop and build on the library's commitment to diversity, equity, and inclusion

Measures

1. Conduct staff annual evaluation at the conclusion of each year **ANNUALLY**
2. Create annual objectives for staff members for year ahead **2027**
3. Continue to conduct monthly staff meetings to strengthen communication, prepare for programs, and facilitate workflows **MONTHLY**

4. Set annual deadline for completion of New York State sexual harassment training; maintain file of certificates **ANNUALLY**
5. Create and implement staff training on diversity, equity, and inclusion **2027**
6. Explore the unique talents of each employee to best utilize their skills **ONGOING**

Protect Our Collections and Assets

Goals

1. Maintain access to diverse collections
2. Safeguard our physical, digital, and virtual spaces
3. Maintain a facility that is accessible to people with diverse needs

Strategies

1. Ensure our collection meets the diverse needs of the community
2. Expand services, programs, and technologies for users with disabilities
3. Maintain facility and security standards to protect our staff, users, and building
4. Practice good information security
5. Ensure the library is ADA compliant
6. Protect our users' personal information

Measures

1. Conduct a diversity audit of the collection **ANNUALLY by FLLS**
2. Acquire and promote assistive technologies for patrons who are blind or deaf **2026**

3. Maintain and update long-range plan **EVERY 5 YEARS**
4. Schedule fire extinguisher inspections **ANNUALLY**
5. Test smoke detectors and replace batteries **ANNUALLY**
6. Test Backflow Preventer device **ANNUALLY**
7. Shred all paperwork that includes patrons' personal information **DAILY**
8. Properly log out of Polaris at the end of each shift **DAILY**
9. Implement recommendations from FLLS that protect the library from digital threats **ONGOING**
10. Train new staff to ensure all library materials are properly checked in, checked out, and returned to shelves **AS NEEDED**
11. Create means by which patrons with wheelchairs, walkers, canes, strollers, and other equipment can access upstairs spaces **2028**

For Patrons

Patrons who are experiencing symptoms of a contagious illness (such as fever, vomiting, persistent coughing, or other symptoms that may spread illness) are encouraged to delay visiting the Library until symptoms have resolved.

Patrons are expected to practice good hygiene while in the Library, including covering coughs and sneezes and using hand sanitizer when available.

If a patron appears to be visibly ill and may pose a health risk to others, Library staff may ask the individual to leave and return when they are feeling well.

For Employees

Employees who are experiencing symptoms of a contagious illness are expected to stay home in accordance with the Library's sick leave policies.

Employees should follow recommended hygiene practices, including regular handwashing and cleaning or sanitizing commonly touched surfaces.

Library Practices

The Library will support a healthy environment by implementing reasonable preventative measures, including:

- Providing hand sanitizer when available
- Regular cleaning of frequently touched surfaces as part of routine maintenance

- Recommending or requiring face coverings during periods of elevated illness or in response to public health guidance, in compliance with applicable laws

The Library will communicate any temporary health-related requirements or recommendations through signage, social media, and the Library's website.

This policy may be updated as conditions and public health guidance evolve.

Respect and Non-Discrimination

All actions taken under this policy will be respectful, reasonable, and applied consistently. The Library will not discriminate against individuals based on disability, medical conditions, or any other protected characteristic.

AA-Titl

BibID	Title	Bib Status	Bib Status Date
1351121	Holly	Final	7/31/2023
1448502	Home before dark	Final	10/28/2025
1416336	The frozen river	Final	1/15/2025
1450851	The December market	Deleted	1/13/2026
688745	501 TV-free activities for kids	Deleted	1/9/2026
60313	A fine and pleasant misery	Deleted	3/2/2026
840685	Bipolar disorder : a guide for patients and families	Deleted	1/27/2026
423901	Buy, keep or sell?	Final	2/15/2006
81446	Easter eggs by the dozens! : fun and creative egg-decorating projects for all ages!	Deleted	1/9/2026
622778	Easy-to-do holiday crafts from everyday household items	Deleted	2/17/2026
525141	Giant book of card tricks	Deleted	1/9/2026
797576	Recruiting, interviewing, selecting & orienting new employees	Deleted	1/9/2026
586809	Slim ways with pasta	Deleted	2/17/2026
200247	The art of hand reading	Deleted	1/9/2026
40990	The automatic millionaire : a powerful one-step plan to live and finish rich	Final	7/8/2005
161320	Weather	Deleted	2/17/2026
723786	Lego Star Wars, the phantom menace	Final	1/25/2012
1245717	This is Iron Man	Deleted	2/4/2026
598865	Grievous attacks!.	Final	6/8/2009
1296474	Kittens in the kitchen	Deleted	1/12/2026

 20

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Books Deleted from Collection in the last 30 days

Total Bib Circ Count	Owning Library	Barcode	Collection	Material Type	Record Status
431	APAL	A20522269453	Adult Fiction	Book	Withdrawn
263	APAL	A20521778734	Adult Fiction	Book	Withdrawn
63	APAL	A20522871894	Adult Fiction	Book	Withdrawn
3	APAL	A20522883752	Adult Fiction New	Book-New	Withdrawn
19	APAL	A20515923876	Adult Non- Fiction	Book	Withdrawn
46	APAL	A20508793448	Adult Non- Fiction	Book	Withdrawn
30	APAL	A20517804337	Adult Non- Fiction	Book	Withdrawn
177	APAL	A20515921654	Adult Non- Fiction	Book	Withdrawn
34	APAL	A20515686157	Adult Non- Fiction	Book	Withdrawn
27	APAL	A20515178900	Adult Non- Fiction	Book	Withdrawn
20	APAL	A20513645870	Adult Non- Fiction	Book	Withdrawn
7	APAL	A20517404187	Adult Non- Fiction	Book	Withdrawn
9	APAL	A20514717921	Adult Non- Fiction	Book	Withdrawn
16	APAL	A20510845413	Adult Non- Fiction	Book	Withdrawn
106	APAL	A20516172216	Adult Non- Fiction	Book	Withdrawn
21	APAL	A20511553831	Adult Non- Fiction	Book	Withdrawn
346	APAL	A20520348552	Children's Easy Reader Fiction	Book	Withdrawn
21	APAL	A20521115114	Children's Easy Reader Fiction	Book	Withdrawn
157	APAL	A20521112166	Children's Fiction	Book	Withdrawn
8	APAL	A20521112417	Children's Fiction	Book	Withdrawn

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Item Status Date	Previous Year Circ Count	YTD Circ Count	Lifetime Circ Count	Last Circ Date	Non Public Note
1/23/2026	2	0	12	4/7/2025	
1/5/2026	7	0	15	1/2/2026	
3/25/2026	9	4	13	3/24/2026	
1/13/2026	2	1	3	1/12/2026	
1/9/2026	4	0	19	10/16/2025	
3/2/2026	1	0	22	1/6/2025	
1/27/2026	1	0	30	4/1/2025	
1/9/2026	3	0	16	12/1/2025	
1/9/2026	1	0	8	4/18/2025	
2/17/2026	1	0	27	11/25/2025	
1/9/2026	6	0	20	9/19/2025	
1/9/2026	2	0	7	6/7/2025	
2/17/2026	1	0	9	9/26/2025	
1/9/2026	2	0	16	10/31/2025	
1/9/2026	2	0	10	8/19/2025	
2/17/2026	1	0	21	3/1/2025	
1/12/2026	6	0	26	7/31/2025	
2/4/2026	2	1	21	2/3/2026	
1/12/2026	2	0	7	7/24/2025	
1/12/2026	2	0	8	7/22/2025	

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713553	LEGO Star Wars character encyclopedia	Final	11/7/2011
11596	The moment of truth	Final	7/8/2005
545227	Atlas Of Exploration	Final	5/21/2008
1429707	Cars, trains, ships & planes : a visual encyclopedia of every vehicle	Final	5/5/2025
963569	Pokémon gotta catch 'em all! : deluxe essential handbook : the need-to-know stats and facts on over 700 Pokémon.	Final	6/27/2016
341472	The earth and sky	Final	7/8/2005
82737	Boo to you, too	Deleted	2/4/2026
337108	Clever Tom and the leprechaun : an old Irish story	Final	7/8/2005
1423090	Digger.	Deleted	3/6/2026
622398	Heart to heart	Final	12/3/2009
646547	Star wars. Death Star battles	Final	6/17/2010
1422839	Trains	Deleted	3/11/2026
660844	Who's hatching?	Deleted	1/20/2026
1258450	Uncle Tom's cabin	Deleted	2/10/2026

14

433 APAL	A20521952736	Children's Fiction	Book	Withdrawn
118 APAL	A20520129704	Children's Fiction	Book	Withdrawn
42 APAL	A20517059827	Children's Non- Fiction	Book	Withdrawn
5 APAL	A20522875123	Children's Non- Fiction	Book	Withdrawn
348 APAL	A20521952817	Children's Non- Fiction	Book	Withdrawn
69 APAL	A20509506666	Children's Non- Fiction	Book	Withdrawn
64 APAL	A20508764114	Children's Picture Book Fiction	Book	Withdrawn
134 APAL	A20510042196	Children's Picture Book Fiction	Book	Withdrawn
11 APAL	A20522872484	Children's Picture Book Fiction	Book	Withdrawn
61 APAL	A20521960802	Children's Picture Book Fiction	Book	Withdrawn
219 APAL	A20521549583	Children's Picture Book Fiction	Book	Withdrawn
7 APAL	A20522872078	Children's Picture Book Fiction	Book	Withdrawn
28 APAL	A20515689511	Children's Picture Book Fiction	Book	Withdrawn
7 APAL	A20521106953	Classics	Book	Withdrawn

1/23/2026	3	0	23	10/14/2025	
1/12/2026	1	0	9	9/5/2025	
2/6/2026	2	0	9	6/9/2025	
2/25/2026	2	0	2	7/29/2025	
1/21/2026	5	1	14	1/20/2026	
3/16/2026	2	0	31	8/26/2025	
2/4/2026	1	0	32	4/29/2025	
3/11/2026	1	0	21	3/10/2026	
3/6/2026	10	1	11	1/29/2026	
1/14/2026	3	0	4	3/4/2025	
1/12/2026	1	0	4	9/9/2025	
3/11/2026	5	2	7	3/10/2026	
1/20/2026	1	1	28	1/14/2026	Page1 needs repair
2/10/2026	1	0	7	2/14/2025	

Total Deleted =
34

AA-Count of Items Added by Collection and Library

Apalachin Library

Coll. Abr.	Collection Code Name	Count of Items
AB	Adult Biography	3
AF	Adult Fiction	1
AFN	Adult Fiction New	45
AGNF	Adult Graphic Novel Fiction	1
ALTFN	Adult Large Type Fiction New	10
AN	Adult Non-Fiction	3
ANN	Adult Non-Fiction New	4
JB	Children's Biography	8
JEF	Children's Picture Book Fiction	88
JEN	Children's Picture Book Non-Fiction	1
JEZF	Children's Easy Reader Fiction	17
JEZN	Children's Easy Reader Non-Fiction	1
JF	Children's Fiction	64
JGNF	Children's Graphic Novel Fiction	7
JN	Children's Non-Fiction	182
YAF	Young Adult Fiction	13
Total:		448

5-Year Facilities Plan

Possible Funders:

- Floyd Hooker
- Construction Grant
- Mildred Faulkner Truman Foundation (this is where mini-splits came from originally)
- Libraries Transforming Communities: Accessible Small and Rural Communities (ALA)
- Community Foundation
- Tioga Downs
- United Way

Year 1 (2026)

Estimated Cost:

- Obtain CAD drawings of building interior
- Obtain ADA compliance review
- Obtain recommendations from architect/engineer company for door and fire alarm vendors
- Replace front door with ADA-compliant door
- Situate Big Room door to push out instead of in
- Build ramp from Big Room porch to sidewalk

Year 2 (2027)

Estimated Cost:

- Obtain space planning recommendations from architect/engineer
- Install electrical updates throughout building in preparation for future updates \$15,000
- Install mini-splits upstairs \$7,000

Year 3 (2028)

Estimated Cost: \$80,000

- LULA (wheelchair lift)

Year 4 (2029)

Estimated Cost: \$7,000

- TREX porches

Year 5 (2030)

Estimated Cost: \$35,000

- Metal roof

Items to consider for replacement:

- Replace boiler (2032)
- Replace mini-splits (TBD)
- Replace carpet (TBD)
- Update kitchen (TBD)
- Replace toilets and sinks (TBD)
- Update upstairs bathroom (TBD)